

Los Angeles County Department of Health Services
Olive View-UCLA Medical Center
Department of Nursing

VACANCY ANNOUNCEMENT

**TYPIST CLERK
SURGERY SCHEDULING UNIT**

Position Summary: We are seeking a highly motivated, energetic, customer friendly and responsible individual to provide clerical services for the busy Surgery Scheduling Unit.

This position reports directly to the Senior Typist Clerk, followed by SSNII and Nurse Manager

Desirable Qualifications:

- Excellent customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual
- Able to handle multiple tasks simultaneously
- Able to work with minimal supervision
- Excellent interpersonal skills
- Spanish Speaking preferred

Additional Information:

Applicants must be current and reachable on the Intermediate Clerk certification list or currently hold the item of Intermediate Clerk.

If you are interested, please submit a copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Susanna Mortimer, RN (smortimer@dhs.lacounty.gov)
Nurse Recruitment and Retention Center -Room 2C206
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818)364-3326

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

EOE/Posted 01/23/2014

***This is not an official examination bulletin**